

CITY OF WOODBURN



WEED AND SEED STEERING COMMITTEE  
POLICIES AND PROCEDURES

270 MONTGOMERY ST  
WOODBURN, OR 97071

# WEED AND SEED STEERING COMMITTEE

## POLICIES AND PROCEDURES

### **Article 1 – Name**

The name of this program shall be The Woodburn Weed and Seed Program. The designated area for this program is located within the Woodburn Community and includes the entire incorporated Woodburn city limits. The Weed and Seed boundaries are Butteville Road to the west, Crosby Road to the north, Pacific Highway, and Cooley Road to the east, and Bell Passi Road to the south.

### **Article II – Mission and Purpose**

The purpose of Woodburn Weed and Seed is to unite its residents, law enforcement organizations, civic, community and other organizations and to promote the strategic plan, programs, goals, objectives and milestones of our Weed and Seed strategy; to encourage members to render services that are beneficial to the said purpose of our community, and to cooperate with other organizations performing similar services of benefit within our community.

### **Article III – Governing Body**

Section 1: Governing Body. The Woodburn Weed and Seed program shall be overseen by a Steering Committee. This group will plan, coordinate, implement and finalize the overall direction of the program. It will include key representatives from public and private organizations as well as representatives from the neighborhood that offer commitments to the goals and objectives stated in the current grant. A Memorandum of Agreement will represent all organizations involved. This group will also oversee strategy-related activities of the Site Coordinator, who will serve as staff to the Committee. Matters of policy and decision-making concerning the direction of the program will always include the full Steering Committee. The Steering Committee will also assess the achievements and evaluate the effects of program implementation as required by the Department of Justice's Community Capacity Development Office.

**Sub-section 1 (a). Steering Committee Member Responsibilities.** All public and private organizations affiliated with Woodburn Weed and Seed will advocate for the project goals and objectives and abide by the purpose and policies of this Steering committee. Each individual Steering Committee Member will commit to: actively participate in and promote Weed and Seed activities in the target area; assist the Weed and Seed Coordinator with raising funds; represent the needs and resources of the community and bring forth issues, concerns, feedback and recommendations for programs, policy and overall direction consistent with the Mission Statement and current grant proposal of the Woodburn Weed and Seed; and, meet as required with the complete steering committee.

**Section 2: Membership.** Woodburn Weed and Seed Steering Committee shall be comprised of representatives committed to implementing the Weed and Seed strategy within the community. The membership of the Steering Committee shall not exceed forty (40) members. Members shall not receive nor be paid any compensation for serving as members of the Weed and Seed Steering Committee.

**Sub-section 2(a): Addition of Members.** Persons recommended for appointment to the Steering Committee shall be selected by the organization desiring to be represented. The new member application/ selection process is as follows: Prospective organizational members may petition the Steering Committee for membership by completing the Steering Committee Member Application form. After completing the application form, the petitioning member may be voted in at the next regular

Steering Committee meeting. Prospective resident members may apply in the same manner. Prospective members must receive a minimum of 2/3 affirmative votes from the quorum present.

**Section 3: Composition.** The Steering Committee may consist of representatives from the following agencies, civic, governmental and business organizations:

U.S. Attorney	United Way
Mayor	County Commission Representative(s)
Police Chief	U.S. Customs
County Sheriff	Alcohol, Tobacco, Firearms, and Explosives
Community Residents	Drug Enforcement Administration
Housing Authority	State Bureau of Investigation
Woodburn School District	Woodburn Planning Commission
Local Businesses	State Planning Office
Recreation & Park Board	Marion County District Attorney
Civic Organizations	Public Defender
Chamber of Commerce	Department of Social Services
Federal Bureau of Investigation	Private Social Service Agencies
City Council Representative(s)	Boys & Girls Club of Salem
Not for Profit Organizations	

**Sub-section 3(a). Community Resident Representation.** In order for the program to maintain its resident driven focus, at least twenty-five percent (25%) of the Steering Committee members will be residents of the Woodburn community. Residents serving on the Steering Committee will be grassroots representatives and not individuals serving in official capacities (e.g., government employees, legislators). If a resident is serving in an official capacity on the Steering Committee, the individual will be identified as a representative of the organization for which he or she works rather than as a resident representative on the Steering Committee.

**Sub-section 3(b). Membership Balance.** Committee Membership will be balanced between local government, law enforcement, residents, and community based organizations to the best of the Committee's ability, to ensure that no one entity dominates the program.

**Section 4: Election of Officers.** The Steering Committee will hold an election to select its Chair, Vice Chair, and Secretary/Treasurer. All positions will serve a two (2) year term. Nominations shall be submitted by a nominating committee, or may also be made from the floor by any member. Elections will generally take place at the December meeting, unless position vacancies require elections at other times throughout the year. In such instances where mid-term vacancies are created, they will be filled at the earliest opportunity through the above described nomination process.

**Sub-section 4(a): Duties of Officers.** The duties of each Officer are as follows:

Chair. He/She will be responsible for the general and active management of the business affairs of the Weed & Seed Steering Committee. The Chair shall have the power to perform any necessary duties relevant to this position and shall preside at all meetings of the members.

Vice Chair. He/She shall perform the duties the Chair prescribes. If however, the Chair is absent or unable to fulfill her/his duties, the Vice Chair shall perform the duties of the Chair.

Secretary/ Treasurer. She/He shall work closely with the Weed and Seed Coordinator in the production of minutes and financial documents.

**Section 5: Suspension or withdrawal of Membership.** Any member may be removed from the Steering Committee for willful misconduct or by a two-thirds (2/3) vote from the quorum present.

**Section 6: Vacancies and Absences.** Should a vacancy occur, the respective agency shall nominate, in writing, a replacement to the Steering Committee. Written nominations will also be accepted from current members and program partners. A Steering Committee member who misses three consecutive meetings without notifying the Weed and Seed Coordinator will be automatically removed from the committee and not permitted to attend meetings unless a formal request is presented in writing.

**Section 7: Voting.** Each active Steering Committee member shall have one vote, except as described in Section 10. The majority vote shall govern the implementation of policies, programs and changes of the Steering Committee, except as otherwise provided by the policies and procedures.

**Section 8: Quorum.** A Quorum shall exist when a majority (50% +1) of the Steering Committee is present. Written proxies may be counted to establish a quorum. A simple majority vote of those present shall validate Steering Committee action. Members may utilize their written proxy to record a vote on any particular agenda item.

**Sub-section 8(a).** The Steering Committee may propose, study, adopt or approve policy and procedure changes through a two-thirds vote. A policies and procedures change or amendment will be made as long as it is announced and recorded at the previous meeting, noted in the agenda, and distributed at least one week in advance of the next scheduled meeting of the Steering Committee. Amendments become effective immediately upon the approval of the Steering Committee.

**Section 9: Meetings.** A written notice of the time and place of the meetings of the Steering Committee and any sub-committees shall be provided to all members in good standing. It is the responsibility of all chairpersons to notify the Weed and Seed Coordinator at least 10 calendar days prior to a scheduled meeting to give ample time to send reminders. The Weed and Seed Coordinator, with assistance from the Secretary/Treasurer, will prepare the minutes within 2 weeks after a scheduled meeting, and will distribute them to all Committee members. All respective committees shall follow these procedures.

**Section 10: Conflict of Interest.** The conflict of Interest Policy and Disclosure Statement of City of Woodburn shall be incorporated. In addition, individuals that serve on the Steering Committee as an agency representative of a non-profit or governmental agency may receive funding for the agency to promote their contribution toward Weed and Seed goals and objectives, provided they are not involved in the development of the program's specifications. Further, the individual must abstain from voting on matters pertaining to the program and decisions to award funding to their organization. If questions arise regarding an individual's possible conflict of interest, the Woodburn Weed & Seed Conflict of Interest Sub-Committee will make a decision. This committee shall have the charge of determining the existence of conflicts of interest with individuals and entities that are affiliated with Woodburn Weed and Seed Project.

**Section 11. Roberts Rules of Order.** The rules contained in Roberts Rules of Order shall govern all proceedings of the Steering Committee and all sub-committees, except as provided by the regulations herein or City of Woodburn's Code of Regulations.

## **Article IV – Administration**

The Woodburn Weed and Seed Program will work closely with its Weed and Seed Coordinator, and will operate within these policies and procedures, and in cooperation with the City of Woodburn. These policies define the responsibilities of the Weed and Seed Coordinator, the Steering Committee and all the sub-committees.

**Section 1: Grantee/Fiscal Agent.** The City of Woodburn agrees to serve as the fiscal agency for the Woodburn Weed and Seed program. In this role, the fiscal agent shall:

1. Be the recipient of all federal, state and other grant monies generated by and directed to the Weed and Seed strategy unless otherwise agreed upon by the Steering Committee.
2. Provide fiscal management and oversight as required by the Department of Justice.
3. Provide staff to fill the position of Weed and Seed Coordinator according to the levels and qualification established by the Department of Justice, Community Capacity Development Office, and the Weed and Steering Committee.
4. Serve as a liaison to participating organizations.
5. Report to the Steering Committee and all Sub-Committees.
6. Submit required reports and budget forms to the Executive Office of Weed and Seed.
7. Attend Weed and Seed conferences and other related conferences.
8. Serve as a liaison to other Weed and Seed sites.
9. Coordinate training programs as needed.
10. Oversee all steering committee projects as assigned.
11. Oversee process evaluation of all programs.
12. Oversee public relations/outreach campaign developed by the Marketing Sub-Committee.
13. Other duties as determined by the Steering Committee.
14. Supervises other program staff.

**Section 2.** City of Woodburn and the Steering Committee will regularly review the Coordinator's job performance and duties to determine the Coordinator's fitness for duty, and to determine whether additional staff assistance is necessary to successfully fulfill said duties.

**Section 3: Sub-committees.** Sub-committees of the Steering Committee are to meet when necessary or as directed by the Steering Committee. All sub-committee members, which may include representatives from agencies and organizations not represented on the Steering Committee, will have a specific interest in carrying out program goals and objectives as stated in the site's current grant proposal. Each sub-committee will provide a regular report of its activities at each meeting of the Steering Committee.

**Sub-section 3(a).** Standing Sub-committees. The standing committees of the Woodburn Weed & Seed Steering Committee shall include:

Membership, Nominating and Policies/Procedures. These sub-committees are chaired by the Vice Chair and each sub-committee is to be limited to five (5) members.

Operations. This sub-committee monitors strategy implementation in effort to track goal achievement, reviews available resources to achieve strategy, assists in general program planning efforts. This sub-committee provides regular assistance and support to the Weed & Seed Site Coordinator in the preparation of program reports and grant applications. This committee will be chaired by the Steering Committee Chair.

Marketing. This sub-committee is responsible for developing the program public relations plan in efforts to ensure that the community hears about the program regularly and creates informational pamphlets and handouts for distribution.

Community & Economic Development. This sub-committee is responsible for reviewing local planning initiatives and economic development proposals to coordinated efforts (when possible) with the Weed and Seed program and address business retention strategies within the Woodburn community.

Finance/Budget. The sub-committee will develop and monitor the financial policies, procedures and controls for financial reporting and compliance with Federal, state and local tax laws and regulations; budgeting; program spending; and, the coordination of financial audits. This sub-committee shall present its budget finding and recommendations to the Steering Committee for approval. The Steering Committee Secretary/ Treasurer will chair this sub-committee.

Personnel. This sub-committee will be responsible for the recruitment, assessment and recommendation of candidates to the Steering Committee for any paid and/or non-paid positions within the Weed and Seed program. The Vice Chair will chair this sub-committee.

Neighborhood Restoration. This sub-committee will work towards revitalizing and improving the physical appearance of the target neighborhood. This includes the development, recommendation, and implementation of strategies to address code enforcement, trash reduction, infrastructure improvements, improved housing conditions and general neighborhood clean-up efforts.

Weed Committee. The Weed Sub-Committee will develop and seek to implement law enforcement strategies to remove criminal elements and negative influences from the target neighborhood. The sub-committee will facilitate a relationship between community residents and law enforcement to develop solutions to community problems and foster a sense of civic responsibility within the community to serve as a stimulus for community mobilization. Either the Police Chief or their designee shall serve as Chair of the Weed Committee.

Seed Committee. This sub-committee will develop and recommend strategies that bring positive influences to the target neighborhood. Strategies will include prevention, intervention and treatment, community policing and neighborhood restoration activities. Special consideration will be given to the coordination of human service programs and school programs designed to develop a positive community attitude towards combating drug use, crime and poverty.

Sustainment Committee. This committee will be dedicated to finding additional resources to sustain program efforts to ensure that the program is not dependent entirely upon Weed & Seed grant funding and that priority programs and/or services are maintained. Activities performed by this sub-committee will include fund-raising, soliciting donations, securing inter-agency agreements for resources, and identifying potential sources of funds (including other grant programs).

**Sub-section 3(b): Other committees.** The Steering Committee may establish or dissolve sub-committees as it deems necessary.

## **Article V – Amendments**

These policies and procedures may be repealed, amended, modified, altered and any additions adopted by a two-thirds vote of the Weed and Seed Steering Committee.

I hereby certify that the foregoing is a true, correct, and complete copy of the Policies and Procedures of the Weed and Seed Steering Committee as in effect on this 25<sup>th</sup> day of March, 2008.

---

Steering Committee Chair

---

Steering Committee Vice Chair